

Procedure C-6: Asset Management – Gift Card Distribution

I. Receiving Gift Cards at MDH

- A. When gift cards are received, the Program Aide/SBC administrator will log number of cards received and date on the Gift card check in form.
- B. The card(s) will be activated and stored in the locked safe. Any inactivated supply will be kept at the Treasury office and recorded on the same check in form, indicating location.

II. Preparing Gift Cards for Distribution

- A. Cards will be checked out of safe room to maintain a 200 card supply in the DC.
- B. Cards then will be given to the Office Specialist who will make 2 copies of the back of the card, onto the SBC Gift Card Acknowledgment Form.
- C. The form will then be numbered according to the next sequence of numbers.
- D. One copy of the Acknowledgment form and the gift card will be placed inside of an envelope and the envelope numbered with the corresponding number.
- E. One copy of the Acknowledgment form will be retained at the front desk.
- F. Completed Cards inside envelopes will be placed in DC gift card storage area to await distribution.

III. Clinic Request for Gift Cards

- A. The nurse/health educator is responsible for submitting gift card orders to the Program Aide using the Clinic Supply Order Form.
- B. The nurse/health educator will order no more than an estimated two-week supply of gift cards. For security reasons, large quantities of gift cards will not be stored at clinic sites and gift cards will not remain at clinic sites for an extended period of time.

IV. Distributing Gift Cards to the Clinics

- A. The gift cards will be checked out via the SBC Gift Card Tracking Form.
- B. The number of cards will also be checked-out to the clinic in AssetTrax.
- C. The cards will immediately be placed in the locked clinic courier bin for transport.

V. Receiving Gift Cards at the Clinics

- A. When gift cards are received by the clinic, they are to be checked-in on the SBC Gift Card Tracking Form at the clinic, including the number sequence of all cards received.
- B. Once checked-in they are to be locked in the chart filing cabinet. They are not to be stored in a provider's desk drawer whether it locks or not.

VI. Distributing Gift Cards to the Patient

- A. The nurse / health educator will request the number of cards needed from the locked cabinet.
- B. The cards being taken will be checked-out on the SBC Gift Card Tracking Form. The SIN # and Envelope number given to student will be recorded.
- C. The patient and the nurse/health educator will sign the Gift Card Acknowledgement Form.
- D. The original Gift Card Acknowledgement Form will be sent back in the locked clinic courier bin to be placed on file. The form will then be paired with the copy retained by the Program Aide/administrator.
- E. A copy of the Gift Card Acknowledgement Form will scanned/placed into the patient's file.

VII. Receiving Returned Gift Card Receipts

- A. Once gift card receipts are received from clinics in the locked bin, Aide will give these to the Office Specialist to match with the copies kept in the cabinet.
- B. Matched copies of receipts will be placed in numerical order, by school, inside locked file cabinet archive box for audit and retention purposes.

VIII. Auditing of Gift Cards

- A. The SSI and NRN coordinators will monitor the return of Gift Card Acknowledgement forms from all the clinic locations and ensuring prompt return.
- B. Quarterly audits will be performed by the Program Aide/SBC administrator to ensure that all cards can be accounted for and all procedures are being followed. Any discrepancies or concerns to be reported to the SBC manager for follow up action.
- C. Clinics will return all Gift Card Tracking sheets in bins every 3 months (END OF: Nov., Feb., May, Aug.) for Auditing.